

# Moodle Student QuickStart Guide: Submitting An Assignment

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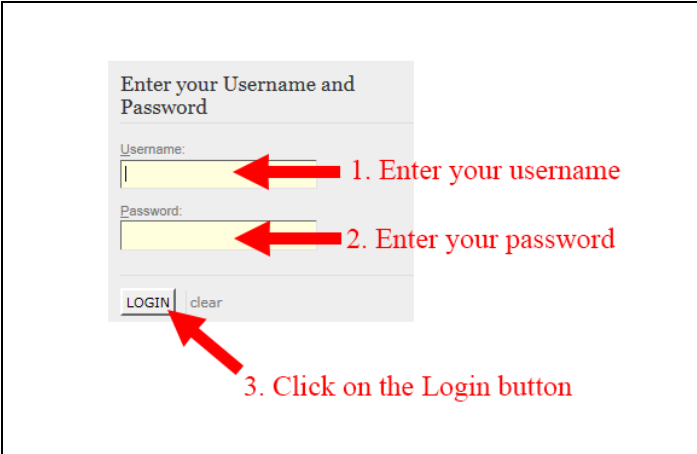
## Overview

This QuickStart guide assumes that your instructor has created an assignment for you in his/her Moodle course, and you will submit the assignment via Moodle. The process you will follow has three separate steps:

1. Viewing the Assignment
2. Submitting the Assignment
3. Viewing Instructor Feedback

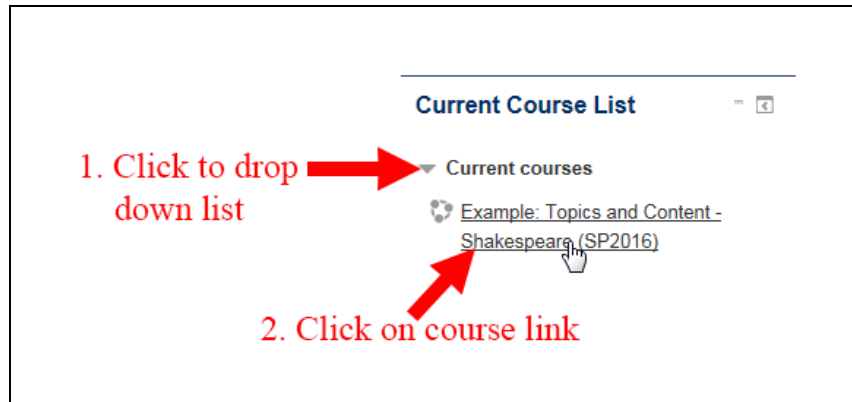
## Viewing the Assignment


1. You can log in to your course on Moodle by pointing your browser to <http://moodle.bucknell.edu>. If you haven't logged in yet to any other of our single sign-on systems, you will be taken to the familiar Bucknell sign-in screen. Enter your Bucknell username and password in the appropriate boxes, and click on the Login button:

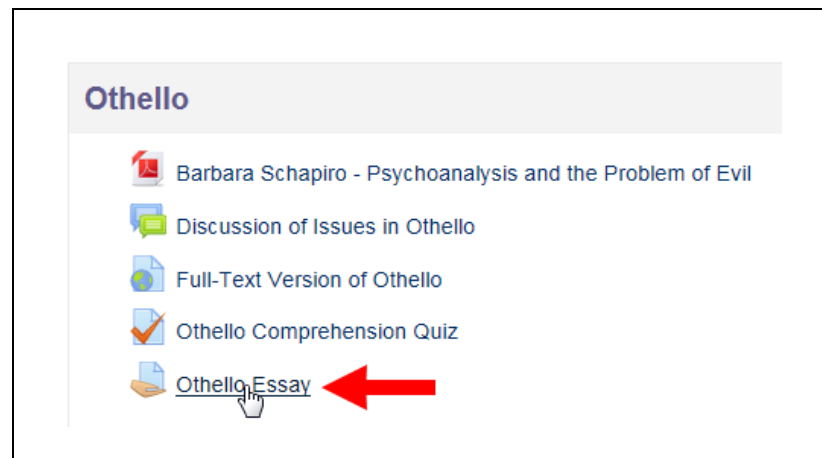


The image shows a login form titled "Enter your Username and Password". It contains two input fields: "Username:" and "Password:". Below these fields are two buttons: "LOGIN" and "clear". Three red arrows point to the Username field, the Password field, and the LOGIN button, with the following text next to them: "1. Enter your username", "2. Enter your password", and "3. Click on the Login button" respectively.

2. On the Bucknell Moodle page, click on the "Current courses" category in the "Current Course List" module on the right-hand side of the page, and click on the link for the course that contains the assignment that you will need to submit:



3. Scroll down on the page to the topic area that contains the assignment, which will have the  icon in front of it, and click on the assignment link:



4. At the top of the assignments page, you should see a text box with instructions from your professor about his/her expectations for the assignment. Read those instructions to determine what you need to do to complete the assignment (which will most likely be outside of Moodle).

## Submitting the Assignment

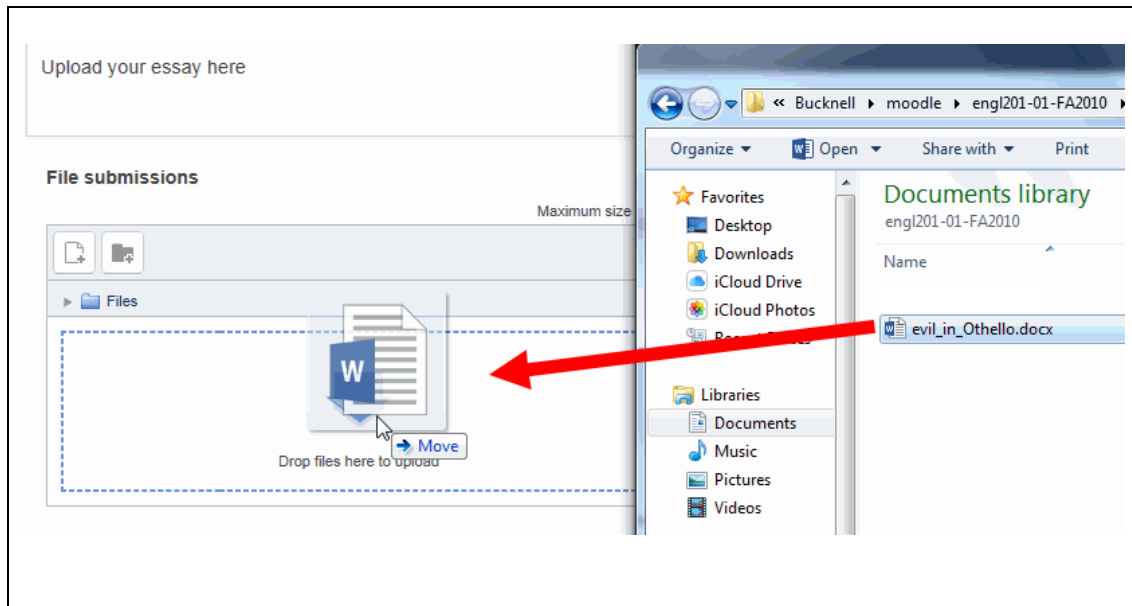
1. When you are ready to submit your assignment to your professor, you'll need to return to your Moodle course and to the particular assignment that you want to submit, following Steps 1 through 3 in the section above. In other words, log in to Moodle, find (and click on) the link for your particular course, and find (and click on) the link for the assignment in the appropriate topic block of that course.

2. Once you've clicked on the link for the assignment, you'll be taken to the same page you saw before that contains the description of the assignment. Scroll down to the bottom of

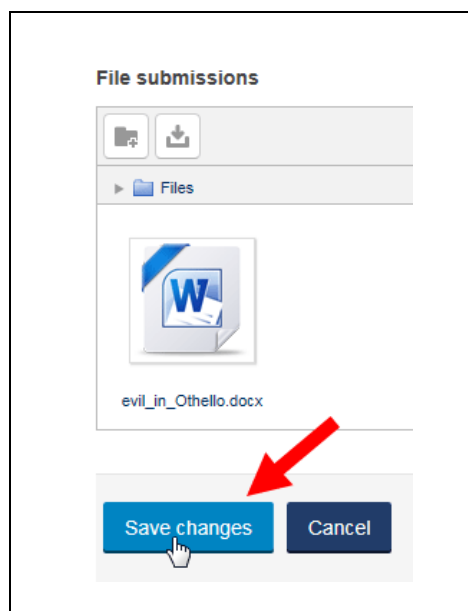
**Add submission**

the page, and click on the button.

3. You will be taken to a file upload page. In the "File submissions" window, you will see a hashed rectangle into which you can drag your document. You'll need to find your file on your hard drive, click on it, and drag it into the upload window:



4. Moodle will put an image of the file in that "File submissions" window. Click on the "Save changes" button to upload your assignment to the server:






5. You will see a **Submission status** section that will tell you that your file has been submitted for grading.

## Viewing Instructor Feedback

When you submit an assignment via Moodle, your instructor can provide summary feedback within Moodle itself, and s/he can upload a commented version of your assignment, if s/he chooses to provide that kind of feedback. To view instructor feedback for your assignment:

1. As you did in the previous two sections of this QuickStart guide, log in to Moodle, find (and click on) the link for your particular course, and find (and click on) the link for the assignment in the appropriate topic block of that course.
2. If you scroll down on the page, you'll see a **Feedback** section. You should see the grade your instructor gave you for the assignment, any kind of summary comment s/he entered, and (possibly) an attached file with additional comments:

### Feedback

Grade	95.00 / 100.00
Graded on	Monday, March 14, 2016, 11:52 AM
Graded by	 Leslie Harris
Feedback comments	 Great job. You present a clear and compelling argument, which you support well using quotations from the play. You analyze those ...
Feedback files	 <a href="#">evil_in_Othello_with_feedback.docx</a>

If there is indeed an attached file in the “Feedback files” area (shown as a blue link in the figure just above), you can click on that link to save that file to your computer and/or view that file within the relevant program (Microsoft Word, in the example above).